

**MEMORANDUM-STYLE LETTER**

**Handout 1**



HEADQUARTERS  
CIVIL AIR PATROL MICHIGAN WING  
UNITED STATES AIR FORCE AUXILIARY  
2525 W. Jefferson Ave., Suite C  
Trenton MI 48183-5000

2 Apr 01

MEMORANDUM FOR HQ CAP/MSA  
ATTENTION: Mr. Miller

FROM: DA

SUBJECT: Format for Memorandum-Style Letter (Your Memo, 15 Mar 00)

1. This is the proper format for the Civil Air Patrol Memorandum-Style Letter. Note the use of all caps and the position of the Civil Air Patrol Seal.
2. The date is placed on the right side of the page.
3. Paragraphs are numbered in order. However, if you have only one paragraph do not number. Only one subject per letter is used.

JOHN J. DOE, Major, CAP  
Administration Officer

Attachments:

1. -----
2. -----

cc:

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Distribution:

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**PERSONAL OR BUSINESS STYLE LETTER**

**Handout 2**

HEADQUARTERS  
CIVIL AIR PATROL MICHIGAN WING  
UNITED STATES AIR FORCE AUXILIARY  
2525 W. Jefferson Ave., Suite C  
Trenton MI 48183-5000

2 Apr 01

Col John C. Doe, CAP  
Allegan Composite Squadron  
Bridge Road  
Allegan MI 48227-5000

or C/Lt Col John C. Doe, CAP

Dear Col Doe

or Dear Cadet Doe

This is a sample format of the Civil Air Patrol (CAP) business-style letter which will be used for communications with private concerns. You may use this type letter for conducting official CAP business with a person or an organization outside CAP.

This style letter is sometimes referred to as a Personal Letter. The format is different from the Memorandum-Style Letter. Although as in the Memorandum-Style Letter, you should limit this style letter to one subject.

Sincerely,

JOHN J. DOE, Major, CAP  
Administration Officer

Attachments:

1. -----
2. -----

cc:

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**PERSONNEL AUTHORIZATION****Handout 3**

HEADQUARTERS  
 CIVIL AIR PATROL MICHIGAN WING  
 UNITED STATES AIR FORCE AUXILIARY  
 2525 W. Jefferson Ave., Suite C  
 Trenton MI 48183-5000

PERSONNEL AUTHORIZATION  
 NO. 00-XX

1 April 2001

The following individuals are appointed to the Michigan Wing, Civil Air Patrol, Wing Cadet Special Activities Selection Board, to act on the selection of cadets for special activities. The senior member present will act as president. A quorum of at least two female and three male members is required. AUTH: CAPR 52-16, Chapter 4.

<u>GRADE</u>	<u>NAME</u>	<u>CAPID</u>	<u>UNIT</u>
Lt Col	Harris, Jonathan E.	123456	Dothan Comp Sq
Maj	Franks, Dorothy M.	789012	Maxwell Sr Sq
Capt	Fritz, Nancy Y.	345678	Gadsden Comp Sq
1st Lt	Price, William D.	901234	Coosa Valley Flt
2d Lt	Williams, William W.	567890	Gadsden Comp Sq

JEFFREY H. FOX, Lt Col, CAP  
 Administrative Officer

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**PARTICIPATION LETTER**

**Handout 4**

HEADQUARTERS  
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UNITED STATES AIR FORCE AUXILIARY  
2525 W. Jefferson Ave., Suite C  
Trenton MI 48183-5000

SUBJECT: Participation Letter

1 April 2001

1. The following individuals (are authorized to participate)(have participated) in the EAA Exhibition Air Show, Oshkosh WI, as cadet staff during the period 10-20 May 2001.

<u>GRADE</u>	<u>NAME</u>
Cadet	John Smith
Cadet	Betty Brown

2. Transportation to or from such activity is not the responsibility of CAP and is provided "as available." Privately owned vehicle travel to or from such activity is performed strictly at the members' own risk (reference CAPR 77-1, Para 6c and CAPR 52-16, Para 8-10) and is not under CAP direction and control. Parents of cadets will be advised.

John B. Goode, Maj, CAP  
Commander